



Parent/Carer Handbook September 2016 Intake



Diocese of St Albans



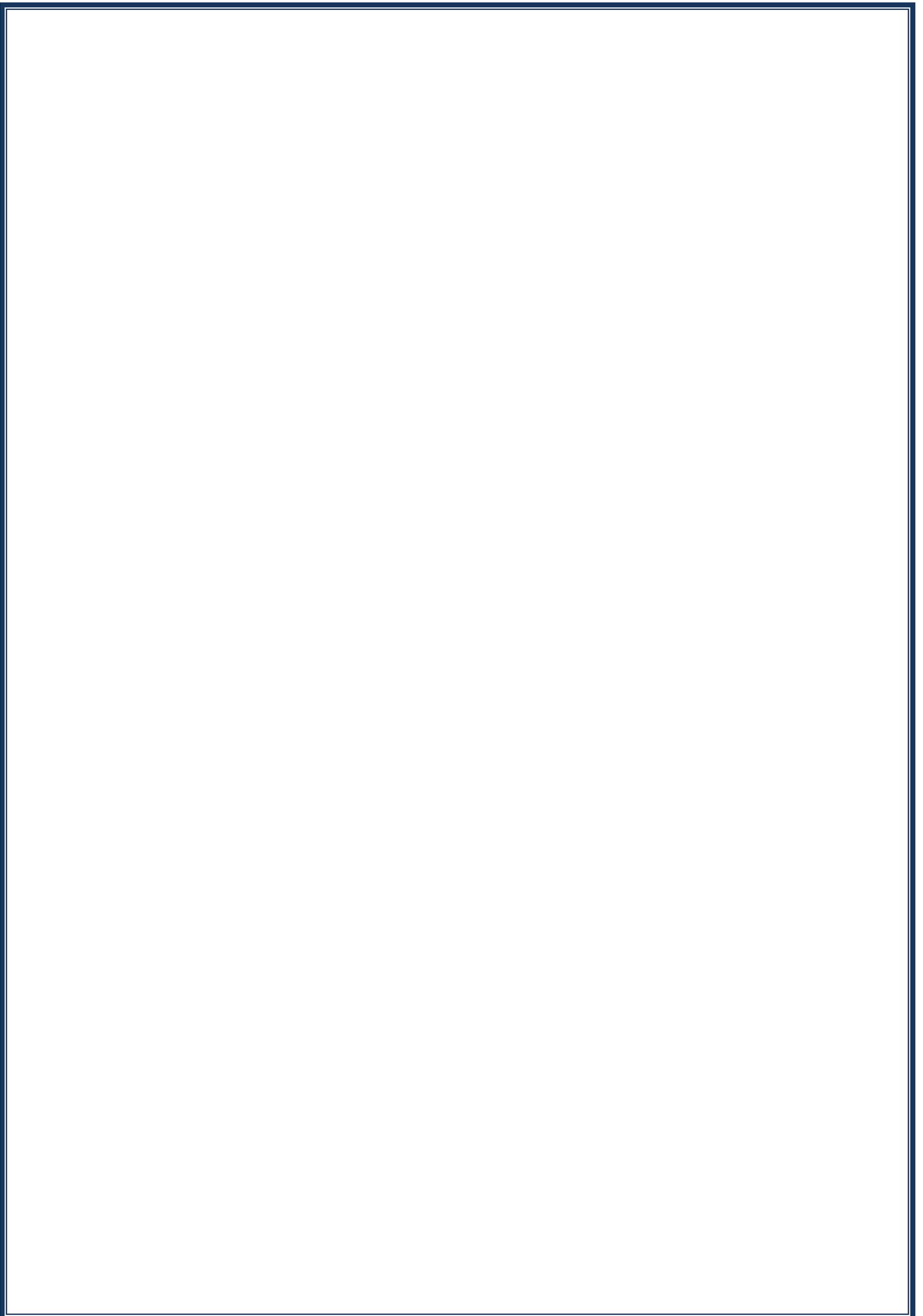
Business & Enterprise



Science



University of Bedfordshire



Please keep this Handbook as reference for you and your child, whilst your child is on roll at All Saints Academy, and only return the signed consent slip accompanying the Handbook, confirming your consent and understanding to the agreements outlined. You may be asked, at times, to refer to this Handbook during your child's attendance at the Academy and we would strongly advise that you keep this stored in a safe place.

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Timing of the Academy Day 2016/2017

Monday - Friday	
Time	Period
8.30-8.50am	Tutor/Registration
8.50am- 9.50am	Period 1
9.50am-10.50am	Period 2
10.50-11.10am	Break
11.10am-12.10pm	Period 3
12.10am- 1.10pm	Period 4
1.10pm -1.50pm	Lunch
1.50pm-2.00pm	Tutor/Registration
2.00pm- 3.00pm	Period 5

At the end of each full term – the Academy will finish early

This new Academy day is currently under consultation and will be confirmed on 20th June 2016.

ALL SAINTS ACADEMY - Academic Calendar 2016 - 2017



School Holiday
 Bank Holiday
 Student Day
 Training Day

Sep-16						
Mon		5	12	19	26	
Tues		6	13	20	27	
Weds		7	14	21	28	
Thurs	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24		
Sun	4	11	18	25		

Oct-16						
Mon		3	10	17	24	31
Tues		4	11	18	25	
Weds		5	12	19	26	
Thurs		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

Nov-16						
Mon		7	14	21	28	
Tues	1	8	15	22	29	
Weds	2	9	16	23	30	
Thurs	3	10	17	24		
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

Dec-16						
Mon		5	12	19	26	
Tues		6	13	20	27	
Weds		7	14	21	28	
Thurs	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		

Jan-17						
Mon		2	9	16	23	30
Tues		3	10	17	24	31
Weds		4	11	18	25	
Thurs		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

Feb-17						
Mon		6	13	20	27	
Tues		7	14	21	28	
Weds	1	8	15	22		
Thurs	2	9	16	23		
Fri	3	10	17	24		
Sat	4	11	18	25		
Sun	5	12	19	26		

Mar-17						
Mon		6	13	20	27	
Tues		7	14	21	28	
Weds	1	8	15	22	29	
Thurs	2	9	16	23	30	
Fri	3	10	17	24	31	
Sat	4	11	18	25		
Sun	5	12	19	26		

Apr-17						
Mon		3	10	17	24	
Tues		4	11	18	25	
Weds		5	12	19	26	
Thurs		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

May-17						
Mon		1	8	15	22	29
Tues		2	9	16	23	30
Weds		3	10	17	24	31
Thurs		4	11	18	25	
Fri		5	12	19	26	
Sat		6	13	20	27	
Sun	7	14	21	28		

Jun-17						
Mon		5	12	19	26	
Tues		6	13	20	27	
Weds		7	14	21	28	
Thurs	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24		
Sun	4	11	18	25		

Jul-17						
Mon		3	10	17	24	31
Tues		4	11	18	25	
Weds		5	12	19	26	
Thurs		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

Aug-17						
Mon		7	14	21	28	
Tues	1	8	15	22	29	
Weds	2	9	16	23	30	
Thurs	3	10	17	24	31	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

Training Days will be on 01 and 02 September and 31 October 2016, and 05 January and 24 April 2017

[190 teaching days plus 5 INSET days]

(Amended 14/01/16)

Home/Academy Agreement

As Parent/Carer, I/we will:

- Make sure my/our child attends the Academy in correct uniform, arrives on time and is properly equipped
- Encourage my/our child to work hard and support my/our child in homework by checking and signing the planner each week
- Attend Parent Consultation Evenings and discussions about my/our child's progress
- Support the Academy's policies and guidelines as outlined by the Academy
- Make the Academy aware of any concerns or problems that might affect my/our child's work or behaviour by using the planner, letter or phone as appropriate
- Encourage my/our child to participate in the extracurricular opportunities offered by the Academy

As the Academy we will:

- Provide a learning environment that is stimulating, safe and caring
- Ensure that each student has the opportunities, support and guidance to achieve his/her full potential
- Report regularly on each student's progress
- Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility
- Keep Parent/Carers informed about Academy matters, be welcoming to enquiries and responsive to concerns
- Offer extracurricular activities that will develop broader skills to prepare for life and the world of work
- Contact Parent/Carers if there is a problem with attendance, punctuality, uniform or equipment

Signature



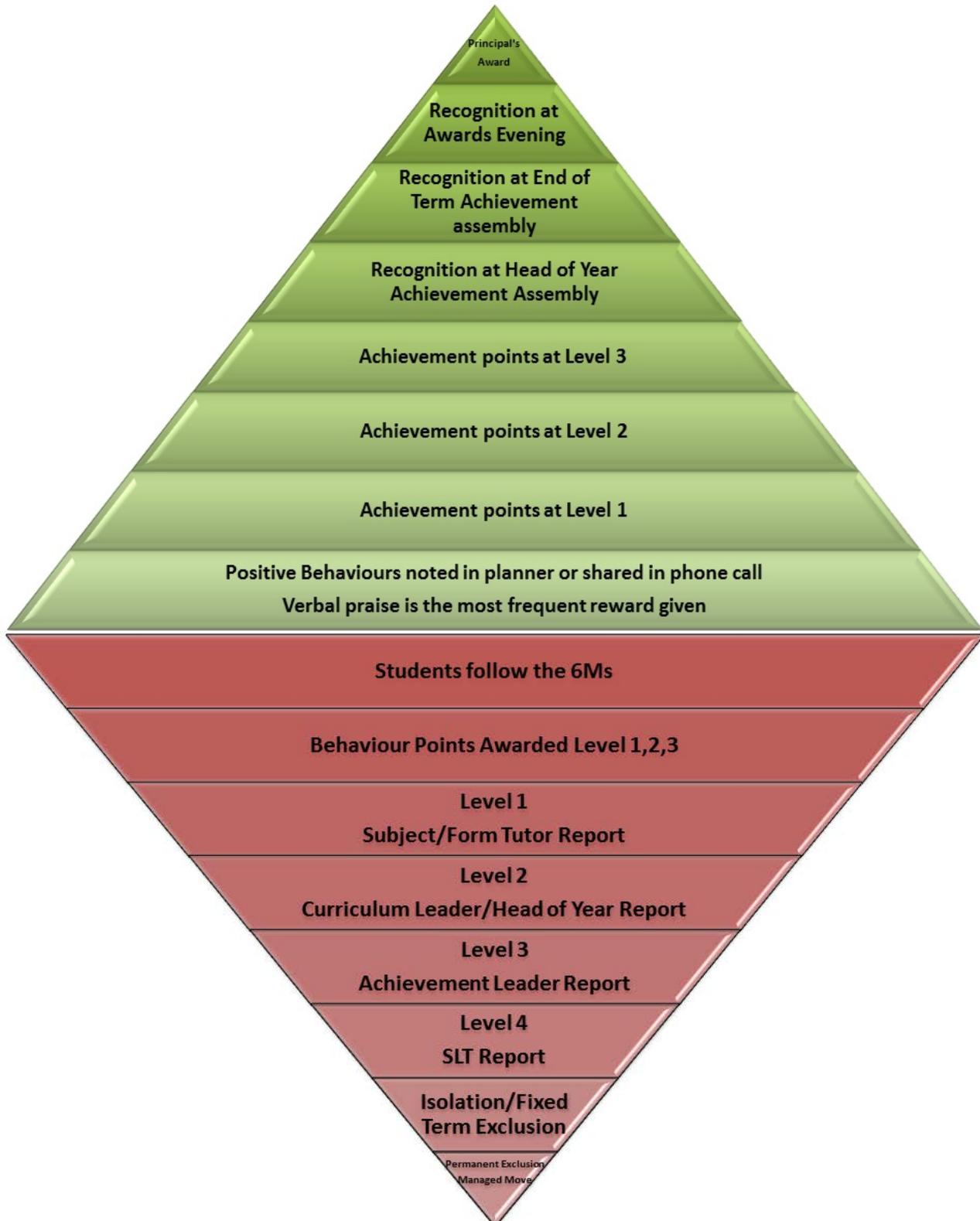
Liz Furber, Acting Principal

As a Student, I will:

- Attend the Academy in correct uniform, be on time and be properly equipped
- Work hard in class and at home, so that I can achieve my full potential
- Use my planner to organise my homework and record my achievements
- Tell my Tutor if I have any concerns
- Keep the Academy rules, behave responsibly and be polite to others in the Academy and in the wider community

Achievement and Behaviour Diamond

We want to make it very clear to all students that there is clear progression and reward for **Achievement** and clear consequences when **Behaviour** does not meet our expectations. We have created the Achievement and Behaviour triangles which are displayed as a diamond in every classroom. These show students how they can build up their rewards and also what will happen if they do not meet our expectations.



Please sign the consent slip on the back page to confirm you agree to the terms and conditions above.

Parent/Carer 6Ms

6Ms	Non - Negotiables
Meet	<p>My child will be greeted at the door by their teacher.</p> <p>My child knows that every lesson is the chance for a fresh start with their teacher.</p> <p>My child will understand the teacher's expectations for uniform and behaviour.</p> <p>My child will be on time for their lessons.</p> <p>My child will put their planner on the desk at the beginning of the lesson.</p>
Manage	<p>My child will be placed in a seating plan to ensure they are engaged in their learning.</p> <p>My child will be registered within the first 10 minutes of the lesson.</p> <p>My child will have all of the equipment they need for lessons.</p> <p>My child will be set homework regularly and it will be recorded in their planner by subject.</p>
Model	<p>My child will understand how to be successful within every lesson by a clearly displayed Lesson Objective and at least two differentiated Learning Outcomes being shared.</p> <p>My child will show respect to their teachers, other students and the learning facilities of the Academy.</p>
Motivate	<p>My child will be motivated by their teacher through positive messages and an enthusiasm and passion for their subject matter.</p>
Maintain	<p>My child will be given sufficient activities to ensure learning is maintained from 'bell to bell'.</p> <p>My child will take responsibility for their own learning by asking for extension work when they have completed the work set.</p> <p>My child will be encouraged to present work to a high standard by ruling off previous work, titles and dates underlined, and written work always in ink, with diagrams in pencil.</p>
Monitor	<p>At the end of the lesson the teacher will establish how much of the Lesson Objective has been achieved by my child.</p> <p>My child will leave the classroom in an orderly manner.</p> <p>My child will receive detailed written feedback once every three weeks.</p>

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Student 6Ms

6Ms	Student Non-Negotiables
Meet	<p>I will greet my teacher at the door because I enjoy my lessons.</p> <p>I will remember that every lesson is a fresh start for me.</p> <p>My teacher will remind me about my behaviour/uniform as they have the highest expectations of me.</p> <p>I will arrive on time.</p> <p>I will put my planner on my desk at the beginning of the lesson so my teacher can help my parents and I to plan my evenings and weekend.</p>
Manage	<p>My teacher will have a seating plan that I will follow because I want to stay engaged in my learning and not be distracted by others.</p> <p>My teacher will take a register within the first 10 minutes of the lesson so that people know I am safe.</p> <p>I will try to have all of my equipment for every lesson but know my teacher will support me when I'm having difficulty.</p> <p>My teacher will regularly set homework and I will record it to make sure I make the most of every learning opportunity.</p>
Model	<p>My teacher will show me what I have to produce to succeed within the lesson by sharing the Lesson Objective with me.</p> <p>My teacher will show me the respect I need to show others and I will respect the learning facilities of the Academy.</p>
Motivate	<p>My teacher will praise me when I have done well to show me how much they enjoy teaching their subject to me!</p>
Maintain	<p>If I finish my work I will ask my teacher for extension work to demonstrate that I am taking responsibility for my own learning.</p> <p>My teacher will remind me about my presentation to ensure that I rule off previous work, underline titles and dates, and that my written work is always in ink, with diagrams drawn in pencil.</p>
Monitor	<p>My teacher wants to know if I have achieved the Lesson Objective.</p> <p>My teacher wants me to leave their room in a controlled way so that I respect our learning space.</p> <p>My teacher gives me detailed written feedback at least once every three weeks and I will respond to it to ensure I make progress.</p>

IT Acceptable Use Policy – Summary - Student

Equipment

- Never attempt to install or storing programs of any type on the computers
- All maintenance should be carried out by IT support staff
- Do not eat or drink in the vicinity of the IT equipment or IT suites
- Turn off any equipment when you have finished using it unless you are instructed otherwise by a member of staff

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password
- If you find a computer that another user has forgotten to log off from then inform a member of staff
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings is unacceptable behaviour.
- Your files and communications will be monitored to ensure that you are using the system responsibly

Email

- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending of an email containing content likely to be unsuitable for young people or Academies is strictly forbidden
- The @allsaintsAcademydunstable.org account provided by IT support should be used for all communications with Academy staff and for communicating with other students for Academy work purposes
- Webmail such as Hotmail should not be used at all in the Academy
- The use of email for bullying will be investigated and dealt with in accordance with the Academy bullying policy

Licences

- All Software, Music, Images, Videos MUST have a licence that covers use in the Academy
- A copy of this must be given to Network Manager
- No iTunes or other music, files, images can be attached to the Academy network at any time unless a licence can be produced

Internet

Users shall not visit unsuitable Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography)
- promoting discrimination of any kind
- promoting racial or religious hatred
- promoting illegal acts

- any other information which may be offensive to other users in the Academy community
- Incidents which appear to involve deliberate access to websites, newsgroups and online groups that contain the following material will be reported to the police:
- images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative
- adult material that potentially breaches the Obscene Publications Act in the UK
- Criminally racist material in the UK

If inappropriate material is accessed accidentally, users should immediately report this to the ASAD Network Manager so that this can be taken into account in monitoring.

Users shall not:

- Use the ASAD facilities for running a private business
- Enter into any personal transaction that involves ASAD or the Local Authority in any way
- Visit sites that might be defamatory or incur liability on the part of ASAD or the Local Authority or adversely impact on the image of ASAD
- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties outside of ASAD, or to ASAD itself
- Reveal or publicise confidential or proprietary information, which includes but is not limited to:
 - financial information
 - personal information
 - databases and the information contained therein
 - computer/network access codes
 - Business relationships
- Intentionally interfere with the normal operation of the Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet

Monitoring

- The Academy reserves the right to monitor electronically all activity on its network and any device attached to it. This includes computers, laptops, flash drives, MP3s etc whether they belong to the Academy or not

Please read this document carefully. If you violate these provisions you may be subject to disciplinary action. Additional action may be taken by the Academy

I agree to the full terms & Conditions as clearly depicted in the ***E-Learning E-Safety and ICT for Learning Policy*** and specifically in relation the pages 14 through to 18 which can be viewed on the Academy's website.

Learning Resource Centre Agreement

Permission to use Learning Resource Centre (LRC) facilities must be requested from LRC staff before each use. LRC staff reserve the right to refuse access to facilities at any time.

Declaration by the student

I agree to be responsible for any books or other items issued under my name from the All Saints Academy Learning Resource Centre. I understand that this means that:

- they should be returned in good condition
- they should be returned by the set date
- I will not allow anyone else to take items out under my name
- I agree to pay for the replacement of lost or damaged items taken out in my name

I understand that classroom rules of conduct apply in the LRC. This means that:

- the use of earphones or mobile phones is not permitted
- playing games is not permitted on phones, computers or hand-held devices or at a desk
- conversation must be at a level which is considerate to others

Learning Resource Centre staff will withdraw the right to use LRC facilities, temporarily or permanently, in the event of any breach of this code of conduct.



Compulsory Uniform List / Agreement

The following clothing must be worn by students:

Boys	Girls
*Blazer – black single breasted with integral Academy badge	*Blazer – black single breasted with integral Academy badge
White shirt – buttoned to neck with Academy tie	White shirt – buttoned to neck with Academy tie
*Tie – neatly knotted to cover the top button and reaching the waist and showing at least 12 stripes below knot	Tie – neatly knotted to cover the top button and reaching the waist and showing 12 stripes below knot
*Pullover – Tank top style, pale blue with gold trim (for winter months only)	*Pullover – Tank top style, pale blue with gold trim (compulsory all year)
Black trousers	*Black trousers with Academy logo
	*Black skirt with Academy logo skirt (choice of 3 styles)
Socks – black	Socks or tights – black or neutral (strictly no patterned tights/socks or frilly socks allowed)
Smart Shoes – plain black leather	Smart shoes/ankle boots – plain black leather

NB: summer uniform may be sanctioned in long periods of warm weather ie pullover not required

***These items displaying the Academy logo can only be purchased at
BEST LOOK in DUNSTABLE**

The following clothing is **not** permitted:

- **No** trainers, soft soled shoe, casual boots/shoes, suede shoes, stiletto heels, sling back shoes, strappy sandals or trainers / canvas / pumps
- **No** hooded tops
- **No** sports caps, patterned or designer hats

During inclement weather, waterproof boots maybe worn to and from the Academy, but students must change into correct footwear before the start of the Academy day.

PE Uniform (indoors & outdoors)

Boys and girls

- *Pale blue tee-shirt with Academy logo
- *Black / blue Academy rugby top
- *Plain black tracksuit bottoms
- Black shorts / skirt – optional
- Black Rugby / Football socks
- Studded boots
- Outdoor trainers
- Indoor trainers **WITHOUT** black soles
- Gum Shield – appropriate for rugby and hockey
- Shin Guards – appropriate for football and hockey
- **NO** jewellery is to be worn during Sport/PE lessons
- Long hair must be tied back
- Black sport skins (long sleeve thin tops and thin long leg base layer) for winter months



“There is a PE kit policy in place at All Saints Academy. In order to drive up standards and increase participation levels within Physical Education and Sport we are operating a ‘No Note’ policy within the Curriculum Area. This means all students will be expected to have their PE kit for every PE lesson within the only exception being if a student has a doctor’s or medical note explaining a long term medical illness or injury”.

Dance Uniform

- Girls - plain black fitted tee-shirt, and either black leggings or fitted and stretchy dance trousers
- Boys - plain black tee-shirt and black ‘stretchy’ tracksuit bottoms, both fairly close fitting

Hair

Hair must be a **natural colour** and of a **moderate style**. No extremes of hair style are permitted except on religious or cultural grounds

Jewellery

- Plain silver or gold studs measuring no more than 3mm in size, may be worn as a single matching pair only, with one stud in each ear lobe
- One plain gold or silver ring may be worn
- Chains and bracelets are not permitted
- Facial and any other visible body piercings / plastic retainers **are not permitted**

Make-Up

Any make-up worn must be discreet.

Tattoos are not permitted under any circumstances

IMPORTANT – The Academy takes a zero tolerance stance on student uniform and where a student is not in correct uniform the parent will be contacted and the student will be sent home to correct this.

Equipment

In order for each student to be prepared for learning there is an expectation of minimum equipment that must be carried in a suitable bag.

- Academy planner – issued free of charge, however, if lost or damaged by student, the cost of replacement is £3.50 (available from Student Reception)
- Pen – black or blue
- Pencil
- Ruler
- Maths equipment/set
- Student ID Card – issued free of charge, however, if lost or damaged by student, the cost of replacement is £2.50 (available from Student Reception)

Mobile Phones, MP3s and iPods

All Saints Academy Dunstable is aware that these items are a part of everyday life.

Mobile Phones

Whilst the Academy understands the importance of students carrying mobile phones with them on the way to and from school, **the use of mobile phones during the school day is not allowed.**

Our experience shows that students who use their phones during break and lunchtimes are regularly late to lessons and this impacts negatively on the learning of the whole class. Therefore, all students must put their mobile phone in their locker at the start of each day and collect it at the end of the day. If a student is seen using their phone at any time during the day the phone will be confiscated and returned to them at the end of the day AFTER sitting a 20 minute detention. There may be circumstances where you, as Parent/Carer, may be asked to collect your child's phone from the Academy.

MP3s and iPods

Use of these items is not permitted during lessons or tutor time.

We do strongly recommend that these valuable items are not brought into the Academy. If your child brings such items into the Academy they do so at their own risk. **The Academy will not be held responsible for loss, theft or damage in respect of these items.**

Data Protection and Your Child

Privacy Notice – Data Protection Act 1998

All Saints Academy is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. ***If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.***

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact Denise Greenhood, Data Manager.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

Central Bedfordshire Local Authority:

http://www.centralbedfordshire.gov.uk/Images/LAPrivacyNotice_0312_tcm6-42318.pdf#False

Department for Education (DfE):

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanager/privacy/privacynotices/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer
Priory House
Monks Walk
Chicksands
Shefford SG17 5TQ T
Telephone: 0300 300 8000

Public Communications Unit
Department for Education Sanctuary
Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

In addition for Secondary Schools relating to pupils in Year 8 and above.

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of the pupils and their parents (including the pupil's date of birth) and any further information relevant to the support services' role.

However, until a student is aged 16 or older, the parent(s) can ask that no information beyond the student's name, address and date of birth (and the parent's name and address) be passed on to the youth services provider. This right transfers to the child once he/she reaches the age of 16. ***Please contact the Academy if you wish to opt out of this arrangement.***

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

RS Connect ED

RS Connect ED allows schools to send important messages to Parent/Carers instantly via text, voice or email.

The system can be used to alert Parent/Carers when students are absent, or at any time the Academy needs to communicate with Parent/Carers, in a timely, discrete and personalised manner. For example; notification of absence/lateness, notification of detentions, Parent Evenings, the issue of school reports and, when necessary, school closure days. This service has also proved extremely useful where Parent/Carers have not responded to urgent phone calls in the case of medical or sickness regarding their child.

For more information on this service please visit the website on www.rsconnected.com

Your contact details will automatically be added to this effective system, however, should you wish to opt out of this service, please indicate by writing to the Academy to remove your details from the RS Connect ED database.

My Ed App



The My Ed app brings all of your All Saints resources into one e smartphone, computer or tablet. My Ed allows you to access our website, Parent Pay, Show My Homework, Parents Evening Booking as well as our school calendar and information about your son/daughter's attendance and achievement.

For further information on how to download this app please refer to the Academy website under the tab Parents/My Ed App.

Show My Homework



We have now been using Show My Homework, the online homework tool, ^{1.} The quality, quantity and frequency of homework have improved across all year groups and subjects. The system is easy to access and easy to use. You can gain access from a computer, tablet or smart phone and every student and linked parent has a PIN to access the site.

Your child will be issued with log-in details at the start of term.

Parents' Evening Booking System

We run an online booking system for Parents' Evenings. You will receive instructions on how to use this facility when we write to you about Parents' Evening for your child.

Images of Children – Photographs & Video

The Academy proposes to place no restrictions on photography or video at an Academy event, provided the following the guidelines are adhered to by Staff, Parent/Carers and visitors to the Academy:

- Photography or filming will only take place with the permission of the Principal, and under the supervision of a teacher
- When filming or photography is carried out by the local media (eg. Dunstable Gazette), students will only be named if there is a particular reason to do so (e.g. they have won a prize)
- Home addresses will never be given out
- Captions used will not reveal personal or contact details
- We will only use images of students in suitable dress, e.g. Academy uniform. For reasons of privacy some footage of students doing PE, dance or related activities will not be published even if the Academy or students are not identified
- If a photograph is used, including in the Advocate, the student will not be named (we will seek parental permission where an individual student photo appears)

This Handbook indicates that the Academy insists that any images taken will not be used inappropriately. Parents/Carers are asked to write to the Academy should they wish to 'opt-out' of giving general consent from the issue of this Handbook and as indicated above. A copy of the full policy is available on request.



All Saints Newsletter



The All Saints Newsletter is produced monthly and contains a variety of informative articles, including news, events, regular features such as Diary Dates, and celebrations of our students' successes. Current and archived Newsletters are also available to view on the Academy website.

The Newsletter is issued to Parent/Carers via email and, therefore, it is imperative you provide us with your email address on the New Starter Form enclosed within this pack. Whilst this is our preferred method for circulating the Newsletter, we will provide hard copies upon request.

We would encourage Parent/Carers to advise the Academy if their child has taken part in an activity outside of school which they would like to share with other students and their families via the Newsletter. We particularly like to receive articles written by the students.

Use of Bicycles and Scooters to and from the Academy

Cycling to the Academy – Important Notice to Parent/Carers

While the Academy wishes to encourage an increase in the number of students cycling/scooting to school, we strongly recommend that students wishing to cycle to the Academy have undertaken the necessary training through approved cycling proficiency courses.

The final decision as to whether your child is competent to negotiate such hazards as may present themselves on the route from home to the Academy and back must be yours and yours alone. It is advised that you note the RoSPA advice that children below 11 years of age have not normally attained sufficient cognitive hazard perception skills. The Academy does not accept liability for any consequences of that decision.

This Academy supports students who wish to walk, scoot or cycle to the Academy since it improves their health and fitness, reduces traffic outside the Academy, making conditions safer for everyone and benefits their general development. If you wish your son/daughter to scoot/cycle to school, your signing the consent slip accompanying this Handbook confirms your commitment to our Academy policy, and also enables us to monitor the numbers of students cycling to the Academy.

Although the Academy provides appropriate cycle/scooter storage Parent/Carers are advised to take out appropriate insurance cover as the Academy's insurance does not cover loss or damage to bicycles/scooters.

Cycle Helmets

Students are strongly advised to wear a correctly fitted cycle helmet and use appropriate reflective clothing and bike lights when visibility is poor.

Conditions for Cycling/Scooting to the Academy

1. All bicycles/scooters must be in a roadworthy condition.
2. Cyclists must ride sensibly and follow the Highway Code.
3. It is recommended that approved cycle training be undertaken, where available.
4. All bicycles/scooters must be locked securely in the approved cycle parking area.
5. Students must dismount when entering the Academy grounds, and at all times walk the cycle/scooter within Academy grounds.
6. We cannot accept responsibility for damage/theft to your child's bicycle/scooter, but we will do our best to support any investigation.

Safe Travel To and From School

Every child has the right to travel to and from school in safety, whether on foot or riding a bicycle or scooter. Therefore, the Academy reserves the right to withdraw permission for any child to bring a bicycle/scooter on to the Academy premises if they cause danger to themselves and/or others whilst traveling to and from school.

In other words, if your son/daughter does not use their bicycle/scooter in a safe and courteous manner whilst in transit to and from the Academy, we will not allow them to bring their bicycle/scooter onto the premises. By signing the enclosed consent slip you are supporting us in ensuring the safety of all students as they travel to and from school.

Pupil Premium

The Government recently introduced Pupil Premium - an additional funding stream for disadvantaged students which aims to raise attainment and close the gap between them and their peers. It is payable to students who:

- are entitled to or are in receipt of free school meals, or have been in the last six years
- are children of service personnel
- are children designated as 'looked after'

The funding is directed specially at the students in receipt of this funding, and could be used for items such as 1-2-1 or small group tuition, revision guides, help with costs for visits, equipment, uniform etc. It is discreet and students in receipt of it are not singled out in any way.

Who is eligible for Free School Meals (FSMs)?

If you think that you are eligible to apply for FSMs for your child, or, if you are not sure, you may want to contact the CBC Customer Services helpdesk on 0300 300 8000. A member of their team will be able to advise you. When calling, it will help if you have your National Insurance number to hand. In this way, you will be able to register for Free School Meals immediately should you be eligible to do so.

In order to claim FSMs a parent/carer must be claiming one of the following benefits:

- Income support; or
- Income Based Job Seekers Allowance; or
- Income Related Employment and Support Allowance (this benefit was introduced from 27 October 2008); or
- Child Tax Credit, but who are **not** entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed £16,190; or
- Support under part VI of the Immigration & asylum Act 1999; or
- Guarantee element of State Pension Credit

If you think that your child may be eligible for free school meals and/or pupil premium, and you would like more information, please get in touch with us.

Financial Assistance with Educational Visits



The Academy will support and care for your child during their educational career at All Saints, and they will have the opportunity to attend Educational Visits which may incur a cost.

The Academy does recognise that for some families this extra expense is not without hardship. The Academy is able to assist families in receipt of benefits in the form of an agreed payment plan, to ensure that children continue to receive such benefits which will assist in the curriculum.

Parent/Carers are asked to write to the Academy explaining the reason for their request and full consideration will be given. Any decision to offer a family support for Educational Visits is made at the discretion of the Principal.

Parental Responsibility

As per guidance from the Department for Education we are required to request names and addresses for both parents, unless a court order is in place to prove otherwise.

Please see the information below taken from

<http://www.education.gov.uk/schools/pupilsupport/parents/a0014568/parental-responsibility>

Schools are required by law to have a wide range of dealings with pupils' parents. Schools can find themselves caught up in disputes between a number of adults, each claiming to have parental responsibility for a particular child.

Some basic guidelines are given below. These provide general guidance but schools may want to take their own independent legal advice about any particular individual set of circumstances. The terms 'resident' and 'non-resident' parent are used to distinguish between parents who do and do not live with a child.

Definition of parent

Section 576 of the Education Act 1996 defines 'parent' as

- *all natural parents, whether they are married or not*
- *any person who, although not a natural parent, has parental responsibility for a child or young person*
- *any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law)*

Parental responsibility

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through

- *being granted a residence order*
- *being appointed a guardian*
- *being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)*
- *adopting a child*
- *(in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order*

Where a child's parents are not married to each other, the child's father can gain parental responsibility by registering the child's birth jointly with the mother

- *through a 'parental responsibility agreement' between him and the child's mother*
- *as the result of a court order*

In addition, a local authority can acquire parental responsibility if it is named in the care order for a child.

Court orders and parental responsibility

Court orders under section 8 of the Children Act 1989 (often called section 8 orders) settle areas of dispute about a child's care or upbringing, and can limit an individual's parental responsibility.

General principles for schools

Everyone who is a parent, as defined above (whether they are a resident or non-resident parent) has a right to participate in decisions about a child's education and receive information about the child (even though, for day-to-day purposes, the school's main contact is likely to be a parent with whom the child lives on school days).

School and LA staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as natural parents, for example

- *to receive information, e.g. pupil reports*
- *to participate in activities, e.g. vote in elections for parent governors*
- *to be asked to give consent, e.g. to the child taking part in school trips*
- *to be informed about meetings involving the child, e.g. a Governors' meeting on the child's exclusion.*

Where a parent's action, or proposed action, conflicts with the school's ability to act in the child's best interests, the school should try to resolve the problem with that parent but avoid becoming involved in conflict.

Administration

Principals should

- *ask parent/carers for the names and addresses of all parents when they register a student*
- *ensure that names and addresses of all parents, where known, are included in the admission register and also in student records and are available to the student's teachers*
- *ensure that names and addresses of all parents are forwarded to any school to which the student moves*
- *ensure that details of court orders are noted in a student's record*
- *where the address of a non-resident parent is unknown, tell the resident parent that the non-resident parent is entitled to be involved in their child's education and ask that information is passed on to them*

Obtaining consent

Where schools need parental consent to outings and activities, Principals should seek the consent from the resident parent unless the decision is likely to have a long-term and significant impact on the child or the non-resident parent has requested to be asked for consent in all such cases.

In cases where the Academy considers it necessary to seek consent from both parents, it is possible that one gives consent and the other withholds this. When this happens it is best to assume that parental consent has not been given. Such an approach safeguards the position of the Academy, ensuring that it is not exposed to any potential civil liability if, for example, the child is injured whilst on the school trip.

Changing a surname

A change of surname is a private law matter and should be resolved between parents. Where the parents have divorced, schools should ensure that the surname by which a child is known should not be changed without written evidence (independent of the parent seeking to make the change), that consent has been given by the 'other parent' or by anyone else who has parental responsibility for the child. However, there may be circumstances where a name change has already been effected by the school and therefore it would not be in the best interests of the child who might be known by a new name to refer back to a different name. Ultimately it is a matter of policy for the school to decide but the best interests of the child must be the paramount consideration when making a decision.

You may also refer to the following link <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility> "Part 2 Who has parental responsibility?"



All Saints Academy Sports Fixtures



Your child may choose to join extra-curricular sporting activities organised by the Sport, Health and Leisure Curriculum Area during their time at the Academy.

Students are, from time to time, fortunate enough to attend external fixtures at other schools/venues, either during the day, or after Academy hours. This will involve students leaving the Academy site in the Academy mini-bus or via externally arranged transport. If you do not wish for your child to take part in these sports fixtures which involve leaving the premises, please opt-out by putting this in writing and enclosing with the consent slip enclosed with this Handbook.

You will be advised of fixture dates should your child be participating in any extra-curricular sporting fixtures.



Help us to keep your child fit and healthy at school

In general, students who eat breakfast have more energy, do better in school, and eat healthier throughout the day. Without breakfast, students can get irritable, restless, and tired.

Every morning a free breakfast of cereal/toast and tea/coffee is available to all students in the Café from 7.45 a.m. to 8.15 a.m.



During the Summer Term All Saints Academy organises a number of events and activities that require students to be outside for long periods of time; these are in addition to PE lessons, lunch times and breaks. As an Academy we would advise that during the summer months, Parent/Carers provide their child(ren) with sun block and hat to ensure they are protected from the sun's harmful rays. Even when the weather is overcast there is still a risk of getting burnt.



The Academy does not hold a supply of plastic cups to quench students' thirst during the summer months. Please ensure your child has a suitable drinking vessel to carry with them on a daily basis, which they can refill around the Academy as required to avoid dehydration; this in turn will avoid headaches, fatigue and general tiredness, all of which First Aid trained staff are unable to assist with.



During the Autumn/Winter and even Spring terms, please ensure your child(ren) are equipped with suitable outdoor clothing to protect them from the unexpected wet weather!

You can help prepare your child for the wet weather days by watching or listening to local weather reports so your child does not get caught out and is left to spend the rest of their day in wet and cold clothing – the Academy cannot be responsible for drying off each student!

Attendance



Please ensure that your child arrives on time for school. Students need to be on the Academy site by **8.25am** so they are not late to Tutor/Registration which starts at 8.30am. Students arriving late will receive a 20 minute detention after school on the same day. If a student has more than 3 lates in any one week they will also be required to do a 1 hour detention on a Friday afternoon with their Achievement Leader.

The Academy attendance target is 95%; any students below this will be monitored and if they drop below 90% All Saints Academy will need medical evidence to be able to approve the absence. Please be aware that the current percentage for a Persistent Absentee is now below 90%, therefore, Parent/Carers of any student whose attendance is below this level could receive a Fixed Penalty Notice, be requested to attend a panel meeting or be referred to the Education Welfare Service.

Medical evidence can be any one of the following; copy of an appointment card/letter, a note from the GP/practice nurse giving reason for absence, a copy of a prescription made out to the student, or any other suitable documentary evidence.

Holidays will not be approved by the Academy unless in very exceptional circumstances. If a child is absent without permission, their absence will be unauthorised.

“That awkward moment, when you come in too late to class and everyone stares at you....”



Medical Appointments

Please always make medical appointments for out of school hours where possible. We do appreciate that this is sometimes impossible and would ask that students only take the necessary time out of school, not the whole day.

Absence

All absences should be reported at the earliest possible convenience on the first day of absence by calling the **Attendance Officer on 01582 697618**.

Punctuality

Students are expected to arrive through the Academy gates and be on the Academy site by **8.25am**, each morning, to ensure a prompt arrival to Tutor/Registration at 8.30am.

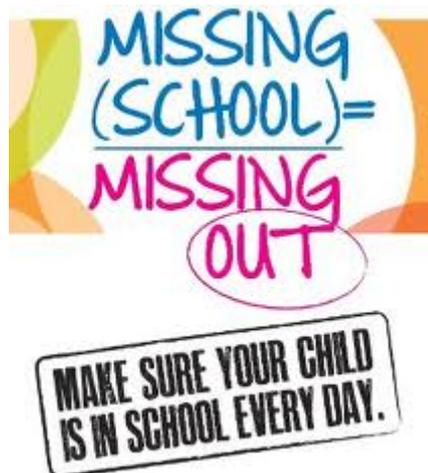
Fixed Penalty Notices for unauthorised absence from school

Following consultation with schools it has been agreed that from September 2014, when a school asks for a Fixed Penalty Notice (FPN) to be issued to the Parent/Carers of a child who has been absent from school without authorisation, the Access and Inclusion Service will no longer issue an initial warning to the parents, but will proceed directly to issue the £60 Notice.

All other aspects of the process remain the same:

- if a child accrues 10 or more sessions of unauthorised absence over a 12 week period a school may request the Access and Inclusion Service to issue a FPN of £60 to the parent(s);
- if this £60 is not paid within 21 days it increases to £120;
- if this £120 is not paid within 28 days the Access and Inclusion Service will then prosecute the parent(s) in the local magistrates court. On conviction the parent(s) can be fined up to £1000.
- FPNs are issued on the basis of one per parent per child.

Schools are strongly encouraged to ensure that they notify all parents of this change in practice, particularly in relation to the school's policy on term-time holidays. Schools are also advised to work together to ensure that parents who have children attending more than one local school receive a consistent response.



Target Setting and Reporting A Guide for Parents/Carers

At All Saints Academy we want each and every student to achieve or exceed their potential to support them in succeeding in their life goals; setting achievable, but aspirational, targets helps them on this journey.

Target Setting

With the recent educational changes made by the Government and the information provided to schools we have reviewed our target setting methods and developed a method that is more tailored to each individual student whereby KS2 levels have been decimalised and the grouping of students into one level has been removed, eg a student with a fine level of 4.1 will be targeted in line with other 4.1 students rather than any students in the range 4.0 to 4.9 as in previous years.

Different targets will be set for the four subject groupings below as it has been shown that achievement in these areas can differ, eg a student may be targeted higher in an EBacc subject compared to English if national achievement shows this.

Group	Subjects
English	GCSEs in English Language and English Literature
Maths	GCSEs in Maths
EBacc	GCSEs in all Sciences, Computer Science, Geography, History, French and Spanish
Other	GCSEs in any subject not listed above and all vocational/BTEC subjects

Our targets are based on the results achieved nationally of students with the same KS2 fine level and while we understand that not all students progress in the same way or at the same pace we encourage an 'I can' attitude where students understand that they have the same chance of achieving these grades as any other student across the country.

Every student will be set targets for the end of Year 11 and for interim points at the end of each year from Year 7 through to Year 10. This enables the students themselves, parents/carers and the Academy to track whether they are below, on or above track. The Academy has created target bands to empower students to strive for higher grades.

Target Band	Explanation
Bronze	Below expected progress
Silver	On track to make expected progress
Gold	Above expected progress
Platinum	Exceptional progress

Students' targets and the Academy's target setting methods are regularly reviewed to ensure students' targets not only help them realise their potential, but stretch and challenge them too.

Reporting

Communication with parents/carers is paramount and our reporting cycle reflects this. Students receive a Flight Plan after each Assessment Point as well as one Annual Report per academic year.

Flight Plans show Working At Grades for each subject as well as end of Year 11 and interim targets. As students move through the year their Flight Plan builds into a picture of progress as Working At Grades from each Assessment Point are added. Working At Grades can be compared to interim targets to see which target band is currently being achieved, eg Silver. In turn, the interim target band can then be matched to the equivalent end of Year 11 target band, eg Silver, to estimate the student's possible GCSE outcomes.

Annual Reports contain Working At Grades for each subject along with a brief comment from the class teacher and a score for the student's Attitude To Learning. Annual Reports are sent home prior to Parents' Evening to give parents/carers the opportunity to read them thoroughly and discuss them with the student before speaking to teaching staff.

Please sign the consent slip on the back page to confirm you agree to the terms and conditions above.

First Aid Procedure and Possession of Medication and within the Academy



The Academy does not employ a nurse and members of staff are not medically trained. However, there are a number of staff members who are trained in First Aid. The following procedure should be followed in the event of a first aid incident or in the event that a student feels unwell:

- If a student feels unwell, they should report to Student Reception where a first aid trained member of staff will make an assessment. Students are encouraged in the majority of cases to return to lessons unless they are obviously very unwell. It is worth noting that the Academy cannot issue painkillers to students on a general basis (see Students Possession of Medication below)
- If a first aid trained member of staff feels that a student is too unwell to remain in school, they will contact the Parent/Carer to get permission to send the student home or to make arrangements for the student to be collected
- Only once all these steps have been followed are students permitted to sign out of the Academy
- The majority of the students come to first aid complaining of headaches and feeling sick – this is due, the majority of the time, to students leaving for school in the morning having missed breakfast and/or not having had a drink. **It is strongly advised that your child has something to eat before leaving home in the morning.** Students are also encouraged to bring a water bottle to school which they can refill at water stations around the Academy. REMINDER – All Saints Academy provide a free breakfast to all students in the Café between 7.45am and 8.14am on a daily basis.

Students should **NOT** contact their Parent/Carers via mobile phones and ask to be collected without the above procedures having been followed. **PLEASE NOTE:** Students will have an unauthorised absence if the Academy staff have not made the decision to send the student home. We would appreciate Parent/Carers' full co-operation with this procedure.

STUDENTS' POSSESSION OF MEDICATION

Students are not permitted to have in their possession any prescribed medication. Should your child be prescribed a course of antibiotics or other type of medication to take on a regular basis, and they need to take three doses a day, this can be managed outside of school hours ie: before leaving for school, when they return from school and at bedtime.

There are occasional circumstances in which children may be prescribed or recommended medicine to be taken at midday, even though a doctor regards them as fit to attend school. If this is the case it is important to discuss the taking of medicine, storage, safety risk etc. with the Academy and the correct "in loco parentis" form is required to be completed, by Parent/Carer, to allow the Academy to issue this medication on your behalf. Some children may need to have medication (eg inhalers, Epipens) readily to hand incase they suffer an attack. It is also advised that children who suffer with hayfever, during spring/summer months, are administered their medication before leaving home in the morning.

After School Detentions

Academy Staff have the power to issue detentions as a form of punishment to students outside of the Academy day. It is not necessary for the Academy to give notice to Parent/Carers of a short, after school detention (20 minutes), where the student can get home safely either walking, via public transport and/or if suitable travel arrangements are in place. Please see Section 34 of the Department for Education 'Behaviour and discipline in schools Advice for Headteachers and school staff' for further information. [https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277894/Behaviour and Discipline in Schools -a guide for headteachers and school staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277894/Behaviour_and_Discipline_in_Schools_-_a_guide_for_headteachers_and_school_staff.pdf)

Change of Emergency Contact Details

It is imperative for all Parent/Carers to advise the Academy of any change of address or telephone numbers as soon as the change takes place.

It is important that our records are up-to-date, and the correct telephone numbers are vital in order that we can make contact in the event of any emergency.

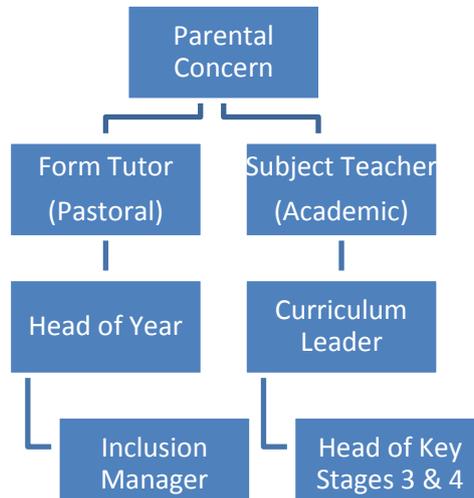
Please advise the Academy either by putting this information in writing or by emailing into the Academy at office@allsaintsacademydunstable.org with 'Change of Details' as the subject field.

Student Services – Changes to SEND

Changes to the law for children and young people with Special Educational Needs and Disabilities came into effect in September 2014. Changes to the way you and your child receive support from school occurred as a result. We would like to take this opportunity to reassure new parents and students that here at All Saints Academy we have welcomed these changes as an opportunity to create a better system. Some changes have been gradual and some are still to be introduced. For now our main message is that provisions that are currently in place will not necessarily end but may be enhanced further. Parents will be made be aware if their child has access to any support via the Academy SEN register.

Contacting the Academy

We want to ensure that you make contact with the right people in the Academy as swiftly as possible. Please see below the line of communication to follow depending on your concern.



If, having followed these lines of communication, your concern has not been resolved, it may be referred on to a member of the Senior Leadership Team.

Please direct urgent queries to us by email at office@allsaintsacademydunstable.org and we will ensure that the most appropriate person receives your message. We always aim to respond to all enquiries within 24 hours. In addition, we have central emails which may be useful for you:-

ideastoimprove@allsaintsacademydunstable.org

keystage3@allsaintsacademydunstable.org

keystage4@allsaintsacademydunstable.org

We have Heads of Year who deal achievement and behaviour:

Head of Year 7	Miles Walbank	Assistant Head of Year 7	Jamie Stevens
Head of Year 8	Alex Hide		
Head of Year 9	Josh Smith		
Head of Year 10	Martin Conway		
Head of Year 11	Mark Gilbert		

We also have a dedicated email address so that students can communicate with us if anything is worrying them. All emails to the special address speakout@allsaintsacademydunstable.org are seen by the Principal and Vice Principal and our two Key Stage Assistants and we can put the right support in place for any issues which are reported.

email: office@allsaintsacademydunstable.org

telephone: 01582 619700

fax: 01582 619701

Accessing the Academy Site

Automated Gates – Main Entrance

The electronic gates at the front of the Academy are fully operational. The installation of these gates has improved the security of the building and in turn ensured the safety of our students throughout the day.

All Visitors to the Academy now need to speak to Main Reception, via the intercom, at both the pedestrian and vehicle access points, in order to gain admittance onto the site.

Please note that, for the safety of our students, the main gates on Houghton Road will be closed at the following times:

Monday to Friday morning - 8.15am to 8.30am
Monday to Friday afternoon – 2.55pm to 3.10pm

It is important to note that Main Reception and switchboard close at 4pm Monday to Thursday and at 3.30pm on Friday. Therefore, there is no access to vehicles after these times but anyone wishing to visit the Academy may park off-site and access the Academy via the pedestrian gate.

Parent/Carer Parking and Drop-Off on the Academy site

Of course we recognise that some Parent/Carers will want to drop off and collect their children on the Academy site. There is a designated 'Drop Off Point' in the main car park and we strongly advise Parent/Carers to use this area for this purpose. However, please note the gate closure times above.



Visitors' Car Parking

Visitors' parking on site is limited but we are pleased to advise that there are six allocated short-stay parking spaces (including two designated disabled parking spaces) immediately outside the Main Reception for visitors to the Academy, including our Parent/Carers.



Academy Lockers

Your child must have a locker during their time at the Academy. Lease a Locker agreement packs will be issued on the first day of term giving full information. So far, lockers have proven to be extremely beneficial throughout the winter months for storing outdoor clothing/footwear, particularly during wet and snowy weather. In addition all mobile phones/iPods/MP3s must be put into student lockers at the start of the day and remain inside lockers until the end of the day.



Lost Property/Personal Property

Student Reception receives a high amount of lost property. If an item of lost property is found and handed in which is named, every effort will be made to return it to the student. Where items are handed in with no name or means of identifying, the item(s) remain in Student Reception and are displayed outside of Student Reception at the end of every full term. Any uncollected items are disposed of.

Please help ensure your child does not lose their belongings by labelling their personal property with your child's name. Some of these items found are necessary pieces of uniform, outdoor clothing and mobile phones/iPods, which can be costly to replace. Unfortunately, the Academy cannot be held responsible over the loss of personal items even if they are kept in a locked area within the Academy.



Features of the Academy's Cashless Catering System relating to Parent/Carers and Students

- There is the convenience of paying for meals at the Academy, either on line or by cheque; no more looking for change every morning
- Cashless Catering discourages the misuse of lunch money being spent in the shops outside of the Academy grounds
- It alleviates many of the associated problems with the use of cash. eg. loss, theft and bullying
- Specific food allergies and ingredients can be barred automatically as any individual's details are updated into the system, and is shown at the till point for information.
- Healthy eating is encouraged and rewarded
- Queuing times are reduced through increased speed of service
- Automatic Free School Meal allocation with the student remaining anonymous
- Detailed reports to analyse all aspects of the use of the system. Parent/Carers' can request a report of actual items purchased
- A more efficient delivery of service helps the Cafeteria to provide wholesome, healthy and enjoyable meals at a low cost

Cashless Catering Packs will be issued to your child at the start of term.



“We hope that your child has an enjoyable and successful time at All Saints Academy. Please do not hesitate to get in touch if we can help in any way”.



ASPIRE STRIVE ACHIEVE



Acting Principal: Liz Furber

**ALL SAINTS ACADEMY DUNSTABLE
HOUGHTON ROAD
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BEDS LU5 5AB**

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